



Department of
**Intellectual &
Developmental Disabilities**

Director of Residential Services

Payroll Title: MH/IDD Program Director
(\$4,327 to \$7,787 per month DOE)

The Department of Intellectual and Developmental Disabilities (DIDD) is seeking candidates for the Director of Residential Services position. This position will be coming available in October of 2016. The qualified candidate will possess a 4 year Degree, professional experience working with individuals with intellectual or developmental disabilities, knowledge of DIDD's residential programs, and previous supervisory experience. The ideal candidate will have previous experience in program coordination or program management. Commitment to organizational growth and continuous improvement is a must. This position is located in the DIDD Central Office, in downtown Nashville, Tennessee.

Job responsibilities include:

- Supervision of DIDD housing inspectors and management of the housing inspections process
- Management of the uniform assessment process which uses the Supports Intensity Scale (SIS) as the preferred assessment tool
- Contract management which includes managing the scope of the contract, approving and submitting invoices for payment, and renewal or termination as needed.
- Information tracking, data analysis and the submission quarterly or as needed reports
- Reviewing and rendering decisions on plans submitted for residential services requiring Central office approval
- Acting as subject matter expert on policies, protocols, waiver service definitions, areas of the Provider Manual, etc. that pertain the residential services
- Providing consultation, technical assistance, and training to provider and ISC agencies that contract with DIDD, other divisions within the Department, the Departments external partners where it relates to residential services
- Collaboration with the development of statewide policies related to residential services
- Participation on various committees and workgroups

Statewide overnight travel is required and a valid driver license is required.

Skills needed for current position include strong knowledge of frequently used computer programs (Microsoft Office, Excel, and PowerPoint). This position will be filled with a person

who has the ability to manage multiple projects in a timely manner, collaborate positively with multiple stakeholder groups, possess excellent verbal and written skills, organize and prioritize assignments, work independently and have flexibility in their work schedule.

Anyone interested in applying for this position should send their resume and proof of education to Kimberly.Black@tn.gov; inquiries may call (615) 770-6820. The deadline for submitting resume and proof of education is **Friday, September 16, 2016** or until filled.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.